

# Nebraska Volunteer Service Commission



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## Guidelines for AmeriCorps Periodic Expense Reports

Corporation Share = Report funds requested for reimbursement per Cooperative Agreement.  
Sub-Grantee Share = Report in-kind or cash match

→NOTE: In-kind support will provide a significant portion of the subgrantee share. Be thorough and document all-kind amounts.

## NOT APPLICABLE TO PLANNING GRANTS

### **A. Member Support Costs (This section does not apply to planning grants.)**

- 1) Number of members: use full-time and part-time living allowances as cash match. The matching funds for member support costs must be non-federal funds.
- 2) Training and education: Include costs of training and educating the members. For example: # of hours per member x number of members. Hourly salary and benefits of person(s) providing the training. Do not include supervisory costs. Training costs may include workshops/seminars you send your members to attend or other staff who may provide the training.

### **B. Staff (In-Kind)**

Include all staff that directly supports the AmeriCorps project, such as the following:

<u>Salaries</u>	<u>Grantee Cash – Funded</u>	<u>Grantee In-Kind – Funded</u>
Supervisor	(% of time x wage/monthly)	(% of time x wage/monthly)
Clerical	(% of time x wage/monthly)	(% of time x wage/monthly)
Other Staff	(% of time x wage/monthly)	(% of time x wage/monthly)

Benefits: Report at agency benefit rate x salary of above.

### **C. Operational (In-Kind)**

Travel: Expenses include travel for day-to-day operations for staff and members, i.e., mileage at current rate.

Transportation: Costs include any out of town expenses for site supervisors and/or members (hotel, airfare, mileage, meals). **These costs must be pre-approved by the Project Manager and relate to the AmeriCorps project.**

Supplies & Equipment: Costs include any forms, computer accessories, supplies, resource materials, pens, pencils, notebooks, calendars, folders, etc.

Other: Includes costs for space rental, desks, telephones, internet service, postage, copying, etc.

Each program site may contribute all of the above and any other support that is used by the staff and/or members. Individual rental space costs may vary.

Other: Member recruitment. Any early member recruitment costs incurred before the grant project begins may be counted as grantee match.

#### **D. Internal Evaluation and Monitoring**

Independent evaluation costs can be charged against the grant if provided for in the approved program budget.

#### **E. Administrative Costs (In-Kind)**

Expenses associated with the overall administration of the program. These include 1) indirect costs; 2) costs for financial, accounting, auditing, contracting or legal functions; 3) costs for insurance that protects the entity that operates the program, and 4) portions of salaries and benefits of the projects' Director and other administrative staff not attributed to time spent in support of a specific program or project.

Administrative costs do not include allowable costs directly related to program or project operations, i.e., 1) costs for members (living allowances, insurance payments of members, training and travel); 2) costs for staff who recruit, train, place or supervise members; 3) costs for independent evaluation and any internal evaluations of the project that are related to creative methods of quality entertainment.